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UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/648,473	08/25/2000	Andrea Waxler	11790-003001

Charles Hieken
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Boston, MA 02110-2804



FORMALITIES LETTER



OC000000005536129

Date Mailed: 11/07/2000

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 65.

A copy of this notice MUST be returned with the reply.

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant : Andrea Waxler
 Serial No. : 09/648,473
 Filed : August 25, 2000
 Title : WORK SHARING AND COMMUNICATING

Art Unit : 2152
 Examiner : Not yet assigned

BOX MISSING PARTS
 Hon. Commissioner for Patents
 Washington, D.C. 20231



RESPONSE TO NOTICE TO FILE MISSING PARTS OF APPLICATION

In response to the Notice to File Missing Parts of Application under 37 CFR §1.53(b) mailed November 7, 2000 (copy enclosed), applicant as a small entity submits herewith the following:

- ☒ Check in payment of \$65 surcharge for filing the basic filing fee and/or declaration on a date later than the filing date of the application;
- ☒ A Verified Statement Claiming Small Entity Status;
- ☒ Declaration by Inventor in compliance with 37 CFR §1.63; and
- ☒ A Power of Attorney and Election of Assignee to Conduct Prosecution.

CERTIFICATE OF MAILING BY FIRST CLASS MAIL

I hereby certify under 37 CFR §1.8(a) that this correspondence is being deposited with the United States Postal Service as first class mail with sufficient postage on the date indicated below and is addressed to the Commissioner for Patents, Washington, D.C. 20231.

JAN - 9 2001

Date of Deposit

Signature

Charles Hieken

Charles Hieken

Typed or Printed Name of Person Signing Certificate

Applicant : Andrea Waxler
Serial No. : 09/648,473
Filed : August 25, 2000
Page : 2

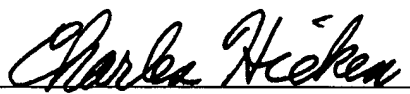
Attorney's Docket #: 11790-003001 / AAFIRP01

It is understood that this perfects the application and no additional papers or filing fees are required. Please apply any other charges or credits to Deposit Account No. 06-1050, Order No. 11790-003001.

Respectfully submitted,

FISH & RICHARDSON P.C.

Date: JAN -9 2001



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